Smarter Balanced Assessment Consortium:
TIDE User Guide

For the Spring 2014 Field Test Administration

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Overview of the Test Information Distribution Engine (TIDE)

The Test Information Distribution Engine (TIDE) provides administrators with the tools to add and manage users and students participating in the Smarter Balanced Field Test. TIDE uses a role-specific design to restrict access to certain tasks based on the user's designated role.

In addition to creating new administrative users and modifying roles, TIDE allows authorized users to manage student information, including default test settings and accommodations. TIDE is accessible via the Smarter Balanced portal, available at http://sbac.portal.airast.org.

User Roles and Access

Smarter Balanced users (District Test Coordinators, District Administrators, School Test Coordinators, and Test Administrators) are associated with a district and/or school. Your user role and association dictate your level of access within the Smarter Balanced system. The user roles are defined below.

All state users, District Administrators, District Test Coordinators, School Test Coordinators, and Test Administrators can create online test sessions for students in their associated district or school.

Table 1. User Roles and Access in TIDE

Role	Description
State Users (State)	State users are managed by ETS. State users may add other state users, as well as District Test Coordinators, School Test Coordinators, and Test Administrators. State users may also upload student information files that contain eligible students participating in the Field Test in their state.
District Administrators (DA)	District Administrators are managed by State users. District Administrators may add other District Administrators as well as District Test Coordinators, School Test Coordinators, and Test Administrators. District Administrators may also upload student information files that contain eligible students participating in the Field Test in their state.
District Test Coordinator (DC)	The District Test Coordinator is designated by the district when the district confirmed participation in the Field Test. District Test Coordinators can also be added to TIDE by a State user. District Test Coordinators can manage School Test Coordinator and Test Administrators. DCs cannot upload student information files.
School Test Coordinator (SC)	The School Test Coordinator is the person designated by the district when the district or school confirmed participation in the Field Test. School Test Coordinators can also be added to TIDE by a State user or District Test Coordinator. School Test Coordinators can manage Test Administrators. SCs cannot upload student information files.
Test Administrator (TA)	School Administrators may identify school personnel as Test Administrators. Test Administrators can view student information only for students in their school. They cannot add, edit, or remove students from TIDE. Additionally, TAs cannot view user information.

About Microsoft Excel Files

TIDE allows authorized users to export/download files as well as upload files in one of two formats: .csv and .xlsx. Your version of Excel impacts the file format you should select or use.

CSV (comma-separated values):

If you have Excel 2003 or earlier, AIR recommends that you download exported records in .csv format. CSV files do not automatically preserve leading zeros (numbers that begin with at least one zero at the beginning, e.g., 0001234). Therefore, to ensure that student data, especially SSIDs, appear in Excel correctly when using the .csv file, follow the instructions in Appendix A: Opening a CSV File in Excel.

Excel:

Microsoft Excel 2007 .xlsx files automatically preserve leading zeros. Excel 2007, 2010, or 2013 must be used to correctly open these files. These files cannot be opened using an earlier version of Excel.

Introduction to this User Guide

This user guide supports individuals using TIDE to manage users and eligible students participating in the Smarter Balanced Field Test. This introduction describes the contents of this document and includes a key for identifying icons and elements found throughout the guide.

User Guide Content

This user guide provides information about the TIDE system for the Smarter Balanced Field Test in a series of three sections, as follows.

- **Section I, Accessing TIDE,** explains how to access and log into TIDE.
- **Section II, Understanding the TIDE Interface,** describes the overall layout of TIDE.
- **Section III, TIDE Tasks,** provides an overview of the available tasks in TIDE, the features available within each task, and the steps to complete the processes in each task.

Table 2. Key Icons and Elements

Icon	Description
	**Warning:** This symbol appears with text that contains extremely important information regarding actions that may cause errors.
	**Caution:** This symbol appears with text that contains important information regarding a task.
	**Note:** This symbol appears next to text that contains helpful information or reminders.
1. text 2. text	Text that appears in gray boxes provides instructions relevant to the task described. • Numbered (ordered) lists provide step-by-step instructions. • Bulleted lists provide instructions that do not need to be done in a specific order.
[**Text**]	Text in brackets is used to indicate a link or button that is clickable.

Other Resources

Administration manuals and other related documents for the Smarter Balanced Field Test are also available on the Smarter Balanced portal.

Section I. Accessing TIDE

This section contains information on how to activate a new TIDE account, how to log in after accessing TIDE for the first time, and how to reset a forgotten password.

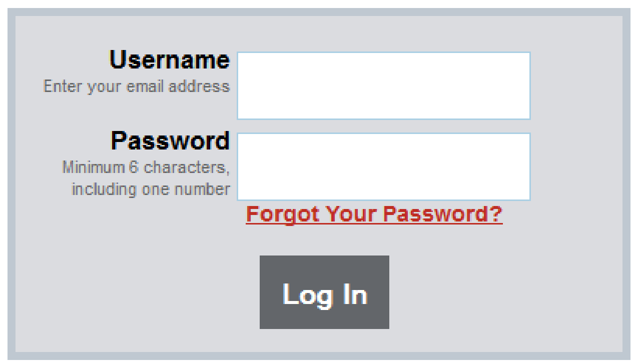
Do NOT share your login information with anyone not authorized to access TIDE. TIDE provides access to student information, which must be protected in accordance with federal privacy laws.

Accessing TIDE: First-Time Users

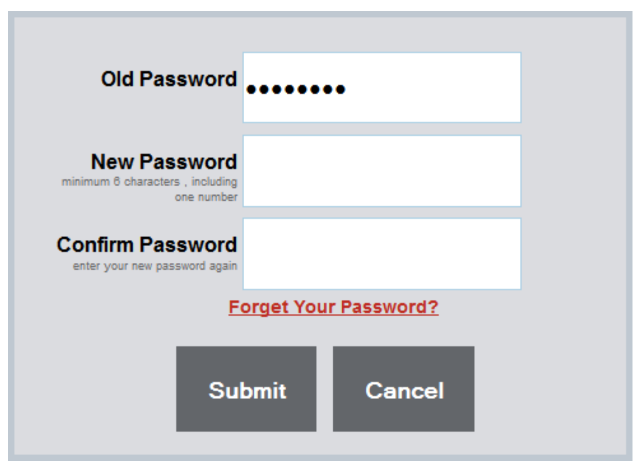
Users who have been added to TIDE will receive an automated email. This email contains the following information:

- Your welcome to TIDE
- A temporary password
- A link to the login page.

1. In the email, click the link to access the login page.
2. Enter your username (email address) and temporary password.



3. Enter your new password into the New Password and Confirm Password fields. (The new password must be at least 6 characters long, and at least one of those characters must be numeric.)
4. Click [**Submit**]. You will be directed to the Password Reset Options page.



5. Select a security question from the list.
6. In the "Answer" text box, provide your answer to the security question.
7. Click [**Save**]. You will be directed to the TIDE Home page.

If you have not received a new account email:

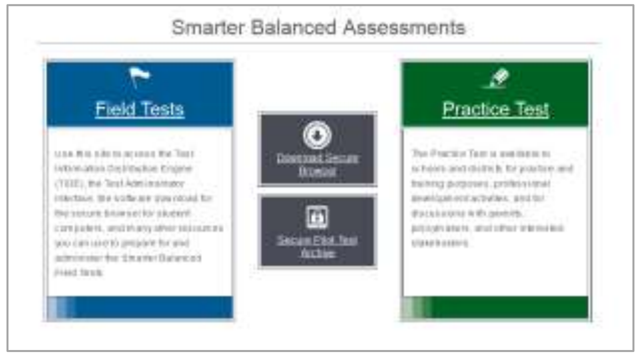
Check your spam folder. Emails are sent from Smarter-DoNotReply@airast.org. If you still have not received an email:

- If you are a Test Administrator, contact your School Test Coordinator.
- If you are a School Test Coordinator, contact your District Test Coordinator.
- If you are a District Test Coordinator or District Administrator, contact your appropriate state education agency personnel or the Smarter Balanced Help Desk.
- If you are a state user, contact your Smarter Balanced representative or the Smarter Balanced Help Desk.

Logging in to TIDE: Post-Account Activation

The instructions in this section are for users who have already activated their accounts and need to log into TIDE at a later time. All activated users can access TIDE through the Smarter Balanced portal.

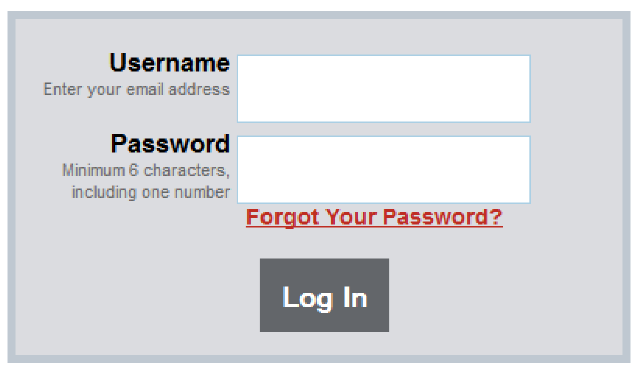
1. Open your web browser and navigate to the Smarter Balanced portal (sbac.portal.airast.org).
2. Select the Field Tests.



3. Click the [**Online TIDE System**] button. You will be directed to the Smarter Balanced Single Sign On (SSO) login page.

   SSO allows you to log in to the online systems provided by the American Institutes for Research (AIR). After logging in, you can switch between systems without having to log in and out of each system. More information is available on the next page.

4. Type your username and password in the respective text boxes and click [**Log In**]. You will be directed to the TIDE Home page.



Resetting Your Password

If your account was locked or if you forgot your password, click the [**Forgot Your Password?**] link on the system login page. You will need to provide your username (email address) that is "on file" in TIDE. You will receive an automated email that contains a new temporary password. You will need to log in with the temporary password and update your account with a new, permanent password.

Switching Between Smarter Balanced Systems (Single Sign On System)

Smarter Balanced systems use an integrated Single Sign On (SSO) system that allows users to log in one time and access all available applications. SSO integrates the following applications:

- Test Information Distribution Engine (TIDE)
- Test Administrator (TA) Interface
- TA Training Site
- Online Reporting System

Reminder: Access to all systems and their tasks and features is dependent on your user role.

The top left corner of your browser contains a drop-down menu listing the above applications. From this menu, select the application (e.g., TA Interface) you want to use. You will be directed to the main page for that application and will not have to log in again.

Figure 1. TIDE with SSO System

Although navigating to another system is easy, it is important to understand how the system operates in order to avoid unintended consequences of switching systems.

If you are using the TA Interface for Online Testing and you navigate away from it, ***your session will stop, and all students in the session will be logged out.*** *You cannot resume your session. You will have to create a new session, and your students will have to log in to the new session to resume testing.*

Section II. Understanding the TIDE Interface

TIDE Home Page

The first screen you will see after logging in to TIDE is the TIDE Home page. Your user role is displayed on the screen in the top right corner, next to your name.

Figure 2. Sample Home Page for District Test Coordinators

While you are logged in to TIDE, please do not have more than one TIDE browser tab or window open. Changes made in one tab or window may overwrite changes made in another and result in loss of data.

Banner Links

The TIDE banner, which contains the "file" tabs, is visible at all times at the top of the page and also contains specific links and features.

Figure 3. Sample Banner for District Test Coordinators

The upper right corner displays the following information and links:

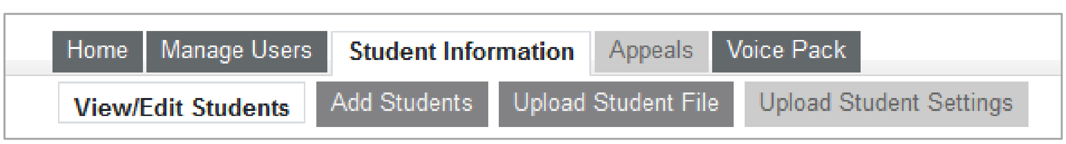
- Your name (User) and user role (Role)
- [**My Account**]—Click to view and update your personal information and change your password
- [**Contact Us**]—Click to view Smarter Balanced Help Desk contact information
- [**Logout**]—Click to log out of the site
- [**Help**]—Click to view and download the *TIDE User Guide* (requires a PDF reader)
- [**FAQ**] —Click to view frequently asked questions about TIDE (requires a PDF reader)
- "File tabs"—Click to access a task group.

Accessing tasks via tabs.

The TIDE interface uses tabs as the principal means of navigation. Each tab provides access to a task group or task in TIDE. Task groups contain multiple tasks (see Figure 4). For a list of all available tasks, refer to Section III, Overview of TIDE Tasks.

These clickable tabs resemble file folders and allow the user to navigate easily through TIDE.TIDE is automatically configured to show only the tasks that are available to you based on your user role.

Figure 4. Sample Task Group and Tasks for District Test Coordinators

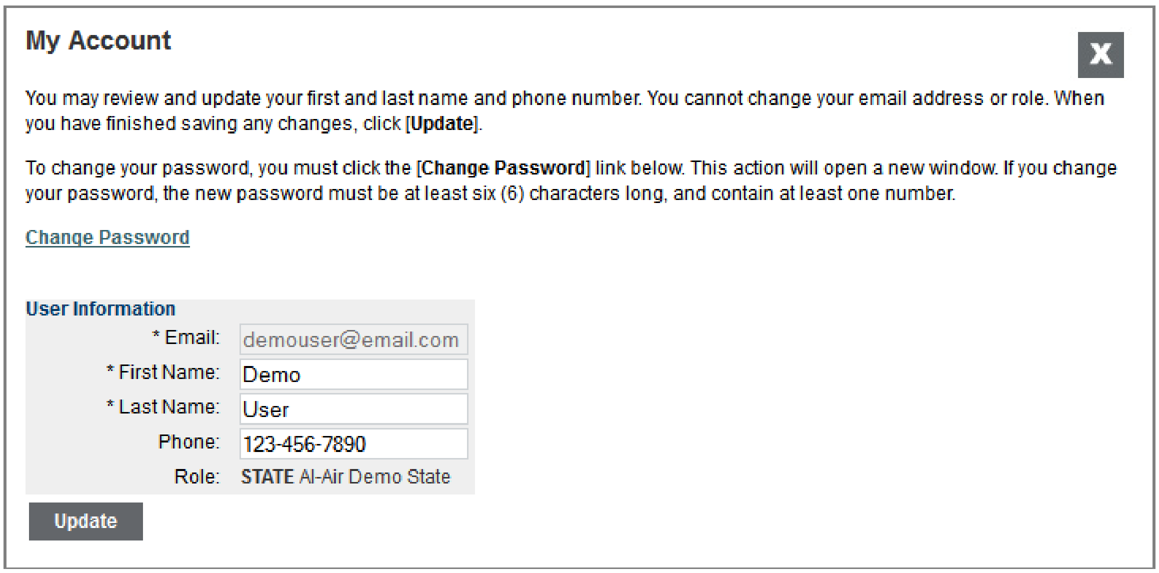


My account.

The My Account section contains your account information and a change password feature. To access it, click the [**My Account**] link in the upper right corner of the screen.

You cannot update your email address. If you need to update this field, contact your School or District Test Coordinator. If you are a District Administrator or District Test Coordinator, contact your state representative or the Smarter Balanced Help Desk. If you are a state representative, contact another state-level user for your state or the Help Desk.

Figure 5. Sample My Account Pop-Up Window



Changing your password

1. Click the [**Change Password**] link.
2. Enter your new password twice. The new password must:
    - be at least six (6) characters long, and
    - contain at least one number
3. Click [**OK**].

Password changes take effect immediately and apply to all Smarter Balanced systems provided by AIR, including TIDE, the TA Interface, and the TA Interface Training Site.

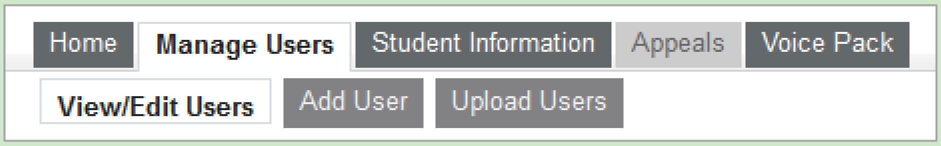
Section III. Overview of TIDE Tasks

TIDE allows authorized users to view and manage user and student information, as well as create and view test appeals cases related to testing. Your user role determines the tasks that you are able to access, and whether you are able to make changes. This information is outlined in Table 3 below.

Table 3. User Access to Tasks in TIDE

Task Group	Description	Tasks and Editable Settings	User Role				
			State	DA	DC	SC	TA
Manage Users	Add, upload, view, and edit information for users in your state, district or school who are below your role level.	View/Edit Users	✓	✓	✓	✓	
		Add User	✓	✓	✓	✓	
		Upload Users	✓	✓	✓	✓	
Student Information	Add, view, and edit student information, including test settings. **Note: All users can view student information. However, DCs, SCs, and TAs cannot update demo-graphic information and TAs cannot update test settings.*	View/Edit Students*	✓	✓	✓	✓	✓
		Student Demographics	✓	✓			
		Student Test Settings	✓	✓	✓	✓	
		Add Students	✓	✓			
		Upload Student File	✓	✓			
		Upload Student Settings	✓	✓	✓	✓	
Appeals	Create and view requests for test opportunity appeals, including test invalidations, resets, and reopens.	Create Appeals	✓	✓	✓	✓	
		View Appeals	✓	✓	✓	✓	✓
		View Pending Appeals	✓				
		Upload Appeals	✓	✓	✓	✓	
Voice Pack	Download the NeoSpeech™ Julie voice pack.	N/A	✓	✓	✓	✓	

Task Group: Manage Users



The Manage Users section contains the following tasks:	View/Edit Users Add User Upload Users

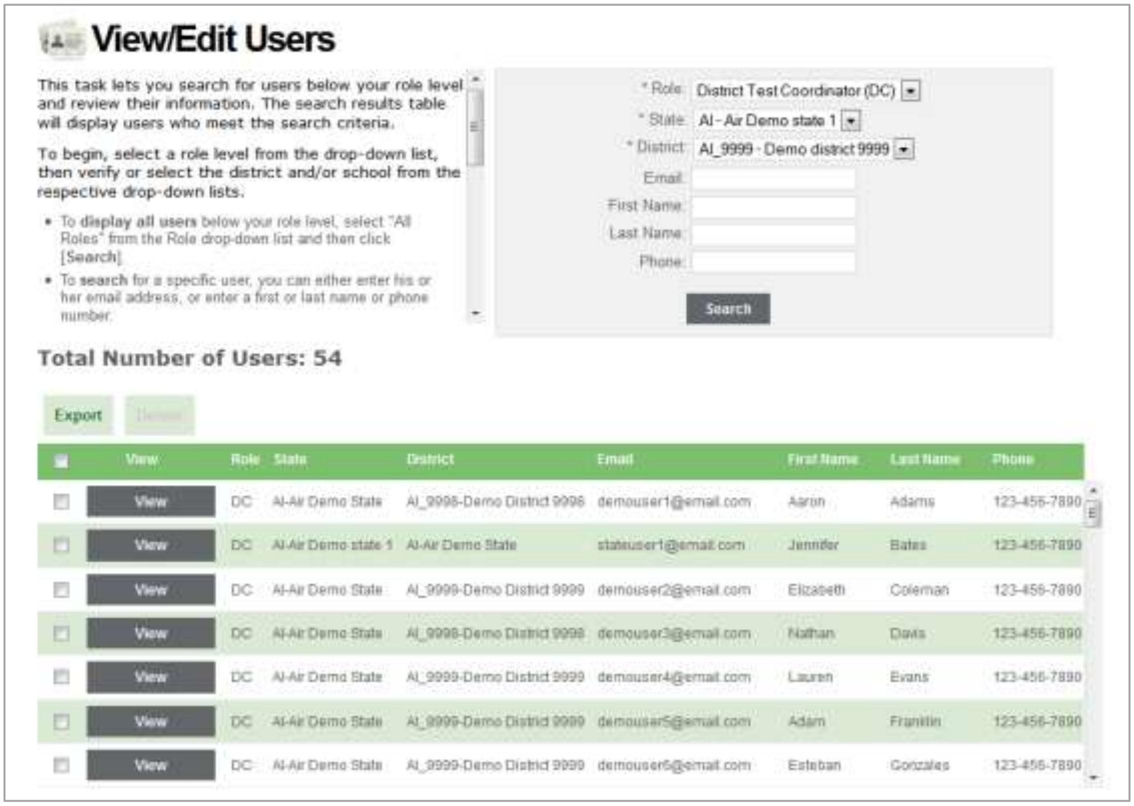
This section of TIDE allows state users, District Administrators, District Test Coordinators, and School Test Coordinators to add other users or modify information for existing users (either individually or through a file upload process).

- State users may add and manage other State users, District Administrators, District Test Coordinators, School Test Coordinators, and Test Administrators.
- District Administrators may add and manage other District Administrators, District Test Coordinators, School Test Coordinators, and Test Administrators.
- District Test Coordinators may add and manage School Test Coordinators and Test Administrators within their district.
- School Test Coordinators may add and manage Test Administrators within their school.

Task: View/Edit Users.

The **View/Edit Users** page allows users to search for people within their state, district, and/or school who have already been added to TIDE.

Figure 6. Sample View/Edit Users Page with Search Results Table



Searching for user records.

1. Verify or select a role from the Role drop-down list. To view all users, select "All Roles."
2. Verify or select your district and school.
   - To view all users in a district, select "All Schools" from the School drop-down list.
3. Enter any search criteria you want to include.
4. Click [**Search**]. The page will display the search results table containing the user records that match the search criteria

Understanding the search results table.

- Each row contains information for each user, including Role, State Abbreviation, Responsible District Identifier, Responsible School Identifier, First Name, Last Name, Phone, and Email.
- Each row also contains a [**View**] button and a checkbox.
  - The [**View**] button allows you to view the complete information for the selected user and update his or her information.
  - The checkbox allows you to select individual users to delete or export.

Sorting search results.

By default, the search results table automatically "sorts" by Last Name in ascending order. However, all columns in the table are sortable in both ascending (A–Z, 0-99) and descending (Z–A; 99-0) order.

- To sort the table in ascending or descending order by a specific attribute, click on a column header (e.g., First Name). The table will automatically sort by the selected attribute.
  - The selected attribute will have an arrow next to it.
    - When the arrow is pointing up, the column is sorted in ascending order.
    - When the arrow is pointing down, the column is sorted in descending order.
- To sort a selected column in the other direction (descending versus ascending), click the column header again.

Deleting Users.

You may also delete users.

1. Click the checkbox for each user in the search results table whom you want to delete.
2. Click [**Delete**].
3. A pop-up window will appear asking you to verify that you want to delete the selected user(s).
4. Click [**OK**] to confirm that you want to delete the selected user(s).

This change takes effect immediately, and the deleted user(s) will no longer be able to log in to Smarter Balanced systems.

Exporting user records.

You can export user search results as a CSV file, which can be opened using Microsoft Excel or a notepad application, or as an Excel .xslx file, which must be opened using Excel 2007, 2010, or 2013.

You can export all user records or export selected records.

Export all user records

You can export a data file that contains all users from the search results table.

1. Hover over the [**Export**] tab and click either the [**Export All to Excel**] or [**Export All to CSV**] option. A file dialog box will appear.
2. Save the file to the desired location on your computer and open the file using Microsoft Excel or a compatible program (for .csv files).

Export selected user records

You can export a data file that contains only selected (checked) users from the search results table.

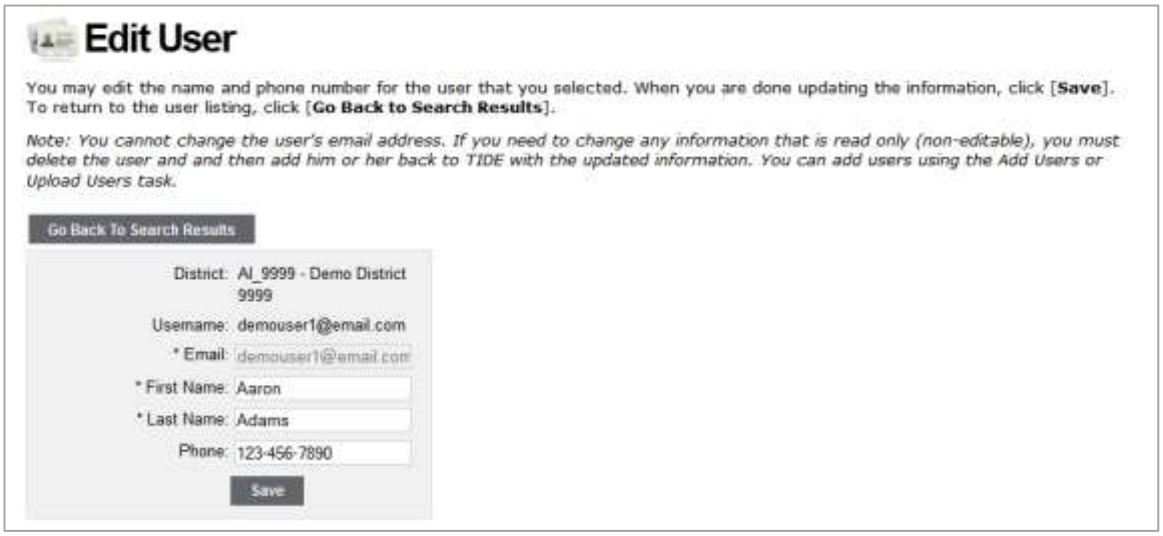
1. Click the checkbox for each user whom you want to include in the file.
2. Hover over the [**Export**] tab and click either the [**Export Selected to Excel**] or [**Export Selected to CSV**] option. A file dialog box will appear.
3. Save the file to the desired location on your computer and open the file using Microsoft Excel or a compatible program (for .csv files).

Editing user information.

*Reminder: To view a user's complete record, click [***View***] next to his or her name in the search results table.*

The **Edit User** page allows you to update the user's first name, last name, and phone number. You cannot change the person's email address.

Figure 7. Sample Edit User Page



If you need to re-associate a user with a different district or school or modify the person's email address, you will need to delete the user and then re-add him or her. You may do this on an individual basis by deleting the user and then re-adding him or her via the Add User task. Alternatively, you can follow the process outlined in the Upload User task.

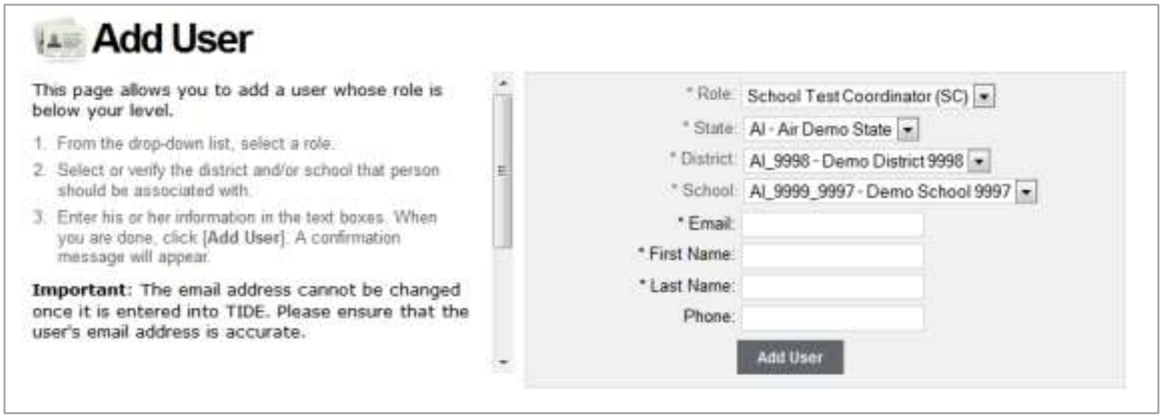
Saving changes and returning to the search results table.

- When you have finished updating the user's information, click [**Save**].
- To return to the View/Edit Users page and the search results table, click [**Go Back To Search Results**].

Task: Add Users.

Use the **Add User** page to add new users individually to TIDE. Adding users on this page does not require uploading a file.

Figure 8. Sample Add User Page



Adding a user.

1. Verify or select the role level of the user you need to add. The district and school options will automatically appear after you select a role.
2. Verify or select the district and school with which the user is associated.
3. Enter the new user's first name, last name, and email address. You may also enter a phone number where the person can be reached. *Ensure that the person's email address is correct, as you will be unable to edit it later.*
4. Click [**Add User**].
5. The person will be added to TIDE and also receive an automated email with a temporary password that will need to be updated.

About the User Activation Process:
After you add a user to the system, that person will receive an email that contains a temporary password. New users cannot log in to TIDE or the TA Interface until they have updated their password.

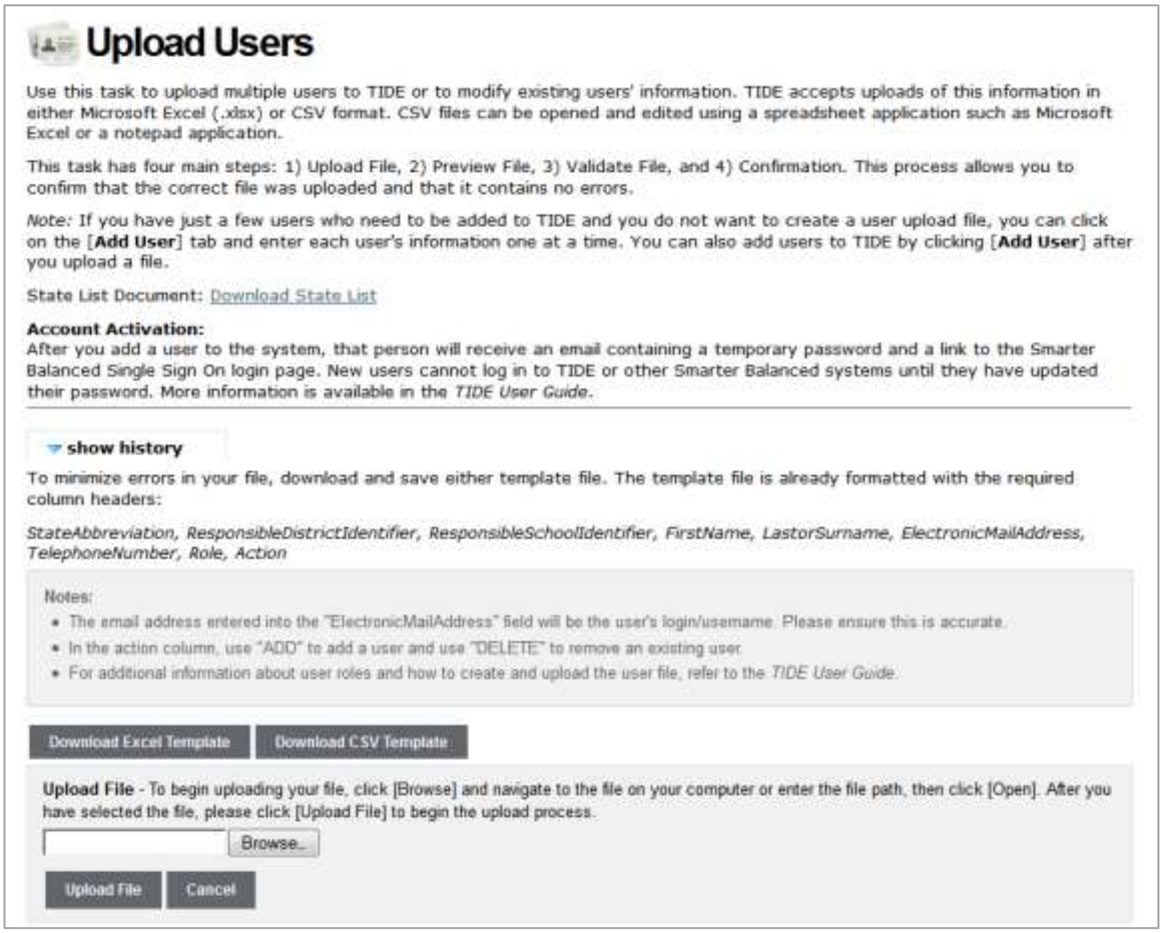
Instructions on updating the password are in Section I, Accessing TIDE: First-Time Users .

Task: Upload Users.

The **Upload Users** page allows authorized users to add a group of users to TIDE or modify profiles for existing users. The process for uploading the user file is the same as for uploading the student or test setting file.

This page also contains a [**show history**] section, which allows users to view previously uploaded files.

Figure 9. Upload Users Page



Warnings:

- You can upload information only for users who are below your role level and who are within your district and/or school. You cannot upload information for users in a district or school with which you are not associated.
- If you upload a file that contains information for a user role or district or school number or type that you are not associated with, the upload process will fail.

Download the template.

We strongly encourage you to download the template file in the format that you need rather than create the file from scratch. These templates already have the column headers formatted correctly. Using the template will reduce the risk of errors and ensure that your file upload is successful.

1. Click either [**Download Excel Template**] or [**Download CSV Template**].
2. Save the file to the desired location on your computer.
3. Open the file using Microsoft Excel or a compatible spreadsheet program (for .csv files).

User file requirements.

Table 7 provides an overview of the required and optional fields and the valid values for each field.

The user file undergoes validation tests after you upload it. If the entire file upload fails, you must make changes to the original file on your computer and then re-upload the file. If you receive errors or warnings for a few records, you can edit the file and re-upload it, or you can proceed with the file upload and then add or edit information for individual users by clicking either [**Add Users**] or [**View/Edit/Delete Users**].

The template file contains the following columns (in order):

Table 7. User File Requirements

Column	Description
State Abbreviation	The user's state. Enter the two-letter state abbreviation.
Responsible District Identifier	The user's school district ID.
Responsible School Identifier	The user's school or program ID.
First Name	The first name of the user you are adding, editing, or deleting.
Last Name	The last name of the user you are adding, editing, or deleting.
Email	The email address for the user you are adding, editing, or deleting.
Role	The user role code that the user has or should have. • State users: State • District Administrator: DA • District Test Coordinators: DC • School Test Coordinators: SC • Test Administrators: TA
Phone	The user's phone number. Enter this in format xxx-xxx-xxxx.
Action	Enter one of the following options: **Add**–Add new user or edit existing user record. **Delete**–Remove existing user record from the system.

Adding or editing user information.

Do not change or move the column headers in the first row. You can expand the columns to better read the headers and text that you will add. Data must be entered in each column as standard text (any formatting such as bold, italics, or highlighting will be lost during the upload).

Figure 10. User Upload Template File

	A	B	C	D	E	F	G	H	I
1	State	District	School	First Name	Last Name	Email	Role	Phone	Action
2									
3									
4									

1. *Enter each user's information in each row and respective column*.
2. For each record (it doesn't matter which one is entered first), enter "ADD" as the action.

Adding users to multiple districts or schools.

To add users to more than one district or school, follow the steps below:

Figure 11. Example of User Added to Multiple Schools

	A	B	C	D	E	F	G	H	I
1	State	District	School	First Name	Last Name	Email	Role	Phone	Action
2	9999	9999	9997	Mary	Smith	msmith@email.com	TA	123-456-7890	ADD
3	9999	9999	9998	Mary	Smith	msmith@email.com	TA	123-456-7890	ADD
4	9999	9999	9999	Mary	Smith	msmith@email.com	TA	123-456-7890	ADD

1. Enter the user's information on separate lines in the upload file—one line for each district or school association.
2. For each record (it doesn't matter which one is entered first), enter "ADD" as the action.

When one user is added to multiple districts or schools in the same upload file, he or she will receive a single email containing the secure URL to activate his or her account. (Users who are added to multiple institutions in more than one upload file will receive separate emails [one email per upload file]. In this event, users should click the link in the most recent email.)

Updating or correcting previously uploaded user information.

Email addresses are used to identify unique individuals in the system and can be corrected only by deleting the incorrect record and adding a new, correct one. District and school affiliations also can only be changed by deleting the person's current record and adding a new one.

To change a user's email address or district/school affiliation:

1. Enter the user's current information with "DELETE" as the action (this will remove the incorrect/outdated record from the system).
2. Enter the user's new information in a separate row with "ADD" as the action and the corrected email/affiliation entered in the user record.

To change any other user attributes, including name or phone number:

1. Upload a user file with the corrected information. Use “ADD” as the action.

For users with multiple records in the system (the same email address is used for multiple districts/institutions), use “ADD” as the action when uploading a new name or phone number. This will update all records for the user. You do not need to update each individual record for that user.

- When you have finished updating or creating the file, save the file.

Uploading the user file.

This section outlines the steps required to upload the user file. This process is the same as uploading the student or test settings file and also has four main steps: 1) Upload File, 2) Preview File, 3) Validate File, and 4) Confirmation. This process allows you to confirm that the correct file was uploaded and that it contains no errors.

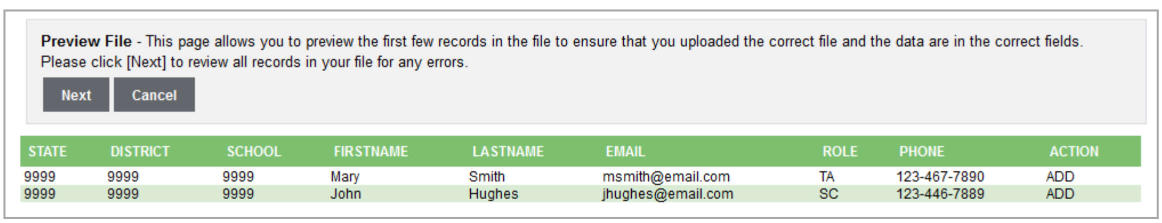
Step 1: Upload File

Figure 12. Upload File

1. Click [**Browse**] and navigate to the saved file on your computer.
2. Select the file and click [**Open**]. The file name will appear in the text box on the screen.
3. Click [**OK**], and then click [**Upload File**].

Step 2: Preview File

Figure 13. Sample Preview File Display



STATE	DISTRICT	SCHOOL	FIRSTNAME	LASTNAME	EMAIL	ROLE	PHONE	ACTION
9999	9999	9999	Mary	Smith	msmith@email.com	TA	123-467-7890	ADD
9999	9999	9999	John	Hughes	jhughes@email.com	SC	123-446-7889	ADD

1. Preview the file you selected to ensure that you uploaded the correct file. *(Only a few records are visible on this preview page.)*
2. Click [**Next**] to begin the file validation process.

Step 3: Validate File

The TIDE system performs validation tests on your file and provides feedback about whether the system is able to upload the file and/or specific records.

There are two types of validation tests: layout validation and data validation.

- The layout validation test determines whether your file has the proper format (e.g., the appropriate fields are numeric or alphanumeric), proper record length, and acceptable values.
- The data validation test determines whether your file meets certain criteria based on the information that is on file about your school district (e.g., whether your file includes the schools that are on file as being associated with your district).

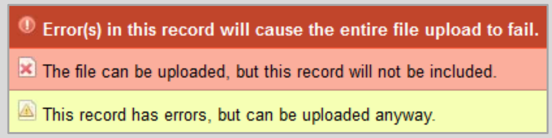
The "Understanding Error Types" section in the next column provides a brief explanation of the three possible error types: fatal error, record errors, and record warnings.

For information about common errors, refer to [Appendix B, Common Errors with File Uploads](#).

If you have no fatal errors and wish to proceed, click [**Commit File**].

Understanding Error Types

Figure 14. Error Types Key



- **If your file has failed**, note the error(s) and the corresponding record number(s). Click [**Cancel**]. Update your file, and then restart the upload process, beginning with Step 1: Upload File.
- **If you have record errors**, these records *will not be committed* to the TIDE. The records that passed validation can be committed. You may elect to fix the errors in your file and re-upload it, or to add these records using the [**Add User**] task.
- **If you have record warnings**, these records *will be committed.* However, you are strongly encouraged to review the associated records. You may edit these records using the [**View/Edit Users**] task.

Step 4: Confirmation

After you click [**Commit File**], the accepted records will be uploaded to TIDE. You will also receive a confirmation message stating that your file was successfully submitted to the TIDE system.

Figure 15. Sample Confirmation Screen

This process may take a few minutes depending on the number of records and the number of users logged in to TIDE at that time. Once the file is uploaded, a message will appear on your screen.

Upload history.

The TIDE system allows authorized users to view a history of previously uploaded files, the current status of each one, and how many records were in each file.

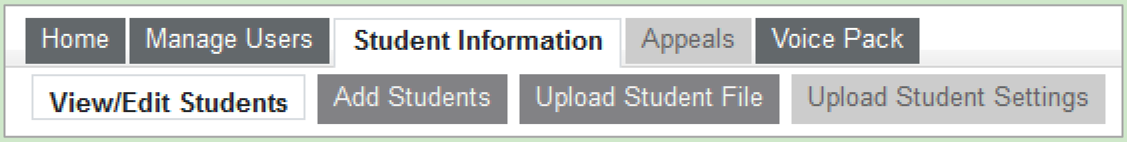
Figure 16. Sample Upload History

show history

FileName	Date Uploaded	Status	Records Processed (Count)	Records Rejected (Count)	Validation Log
SampleFile1.csv	1/10/2014 4:43:12 PM	Processed	Download (34)	N/A	Download
SampleFile2.csv	1/12/2014 8:13:53 AM	Processed	Download (3)	N/A	Download
SampleFile3.xlsx	1/12/2014 3:15:29 PM	Processed	N/A	Download (1)	Download
SampleFile4.xlsx	1/12/2014 6:22:39 PM	Processed	Download (61)	N/A	Download

- Click [**show history**]. The section will expand to display a table of previously uploaded files.
  - To download a previously uploaded file, click the link in the “File Name” column.
  - To view only the records that were processed, click the [**Download**] link in the “Records Processed (Count)” column.
  - To view only the records that were rejected (if applicable), click the [**Download**] link in the “Records Rejected (Count)” column.
  - To view the validation error(s) for rejected records, click the [**Download**] link in the “Validation Log” column.

Task Group: Student Information



The Student Information task contains the following tasks:	View/Edit Students Add Students Upload Student File Upload Student Settings

The Student Information tasks in this section are primarily for State users, District Administrators, District Test Coordinators, and School Test Coordinators. State users and District Administrators may upload files that contain student information and test settings. They may also add students individually to TIDE, as well as edit their information. State users, District Administrators, District Test Coordinators, and School Test Coordinators can add and edit student test settings.

Test Administrators may view student information. However, Test Administrators cannot add, upload, or edit student information.

New: Student Confirmation Codes

Beginning with the Field Tests, students will be required to log in with their personal Confirmation Code instead of their first name. As a result, this field is new to TIDE.

For more information about the Confirmation Code requirement, refer to the Confirmation Code document on the Smarter Balanced portal (http://sbac.portal.airast.org/field-test/).

About Student Test Settings

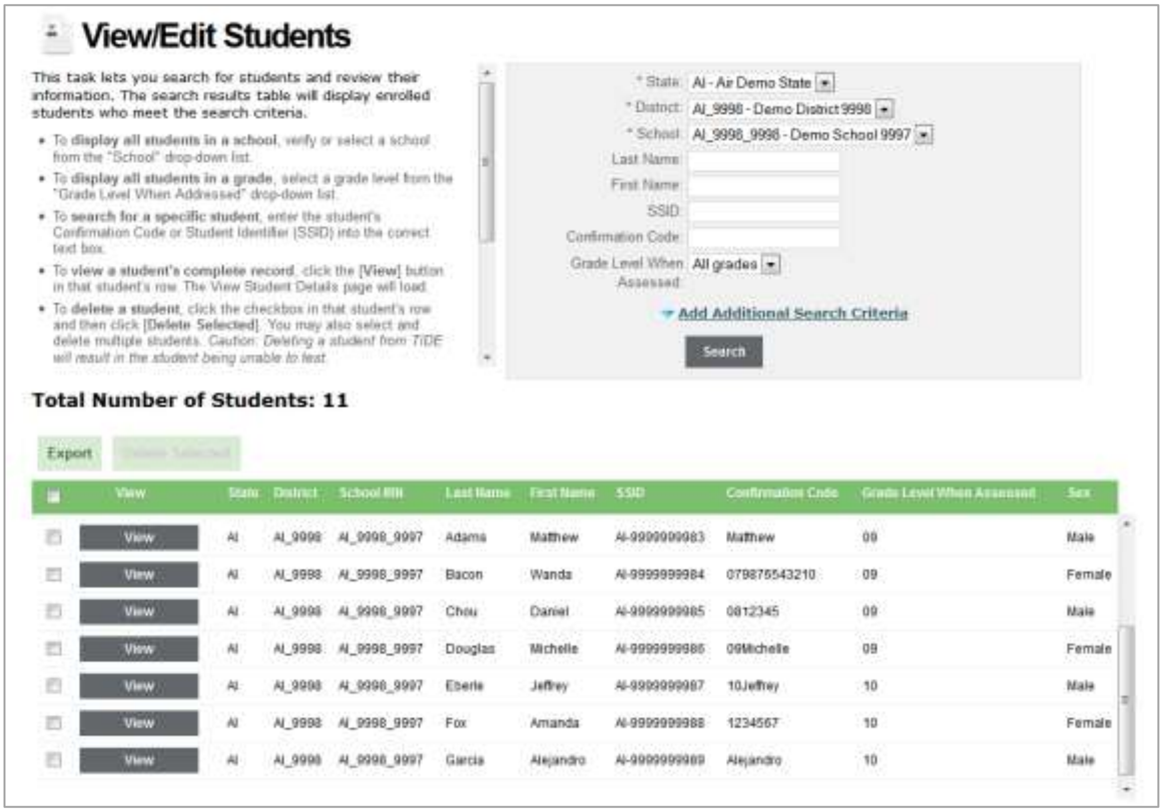
Embedded test settings must be enabled in TIDE for those students who require changes to the default test environment (e.g., larger font [print] size, print on demand). Test settings are defined by content area (mathematics and English Language Arts [ELA]).

State users and District Administrators, as well as District and School Test Coordinators, can edit students' embedded test settings via the View/Edit Students task. Users who need to add or update embedded test settings for a large number of students may prefer to use the Upload Student Settings task.

Task: View/Edit Students.

This task allows all users to search for students *who have already been added to TIDE.* The drop-down lists contain only those district(s) and school(s) you are permitted to access.

Figure 17. Sample View Students Page with Search Results Table



Searching for student records.

1. Verify or select a district and school from the drop-down lists.
2. Enter or select any search criteria you want to include.
   - To view all students in a district, select "All Schools" from the School drop-down list.
   - To view all students in a school, select "All Grades" from the Enrolled Grade drop-down list.
3. Click [**Search**]. The page will display the search results table containing the student records that match the search criteria.

Understanding the search results table.

- Each row contains the following information for each student: State, District, School, Last Name, First Name, SSID, Confirmation Code, Grade Level When Assessed, and Sex.
- Each row also contains a [**View**] button and a checkbox.
  - The [**View**] button allows you to view all information for the selected student, including demographic information and test settings.
  - The checkbox allows you to select individual students to export. The exported file contains the same information as in the on-screen table.

Sorting search results.

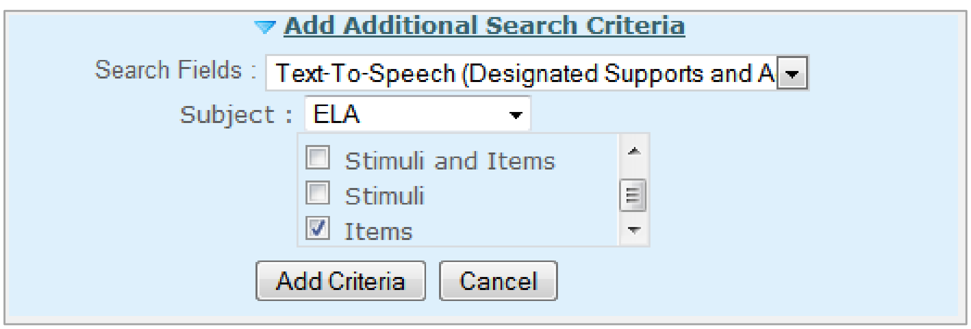
By default, the search results table automatically "sorts" by SSID in ascending order. However, all columns in the table are sortable in both ascending (A–Z, 0-99) and descending (Z–A; 99-0) order.

1. To sort the table in ascending or descending order by a specific attribute, click on a column header (e.g., Grade Level When Assessed). The table will automatically sort by the selected attribute.
   - The selected attribute will have an arrow next to it.
     - When the arrow is pointing up, the column is sorted in ascending order.
     - When the arrow is pointing down, the column is sorted in descending order.
2. To sort a selected column in the other direction (descending versus ascending), click the column header again.

Advanced search options.

If your initial search results in a large number of student records, you may narrow your search to locate specific students or groups of students more easily.

Figure 18. Advanced Search Options



1. Click [**Add Search Criteria**]. The section will expand to display the Search Fields drop-down list.
2. Select a search variable. (Depending on the variable you selected, a subject drop-down list may appear. Select a subject.)
3. Select the value(s) you want to limit your search to. (For example, if you want to search only for students receiving Text-to-Speech for ELA items, then click the checkbox next to "Items." If you want to exclude a value, make sure that value's box is not checked.)
4. Click [**Add Criteria**]. The selected value(s) will appear above the "Add Additional Search Criteria" text.
   - *Note: To add another search variable, repeat steps 2, 3, and 4.*
5. Click [**Search**]. The page will display the records associated with the criteria you selected.

Exporting student records.

You can export student search results as a CSV file, which can be opened using Microsoft Excel or a notepad application, or as an Excel .xslx file, which must be opened using Excel 2007, 2010, or 2013.

You can export all student records or export selected records.

Reminder: Federal law (FERPA) prohibits the release of any student's personally identifiable information. Any saved files or printouts containing student information must be securely stored and then destroyed when no longer needed.

Export all student records

You can export a data file that contains all students from the search results table.

1. Hover over the [**Export**] tab and click either the [**Export All to Excel**] or [**Export All to CSV**] option. A file dialog box will appear.
2. Save the file to the desired location on your computer and open the file using Microsoft Excel or a compatible program (for .csv files).

Export selected student records

You can export a data file that contains only selected (checked) students from the search results table.

1. Click the checkbox for each student whom you want to include in the file.
2. Hover over the [**Export**] tab and click either the [**Export Selected Data to Excel**] or [**Export Selected Data to CSV**] option. A file dialog box will appear.
3. Save the file to the desired location on your computer and open the file using Microsoft Excel or a compatible program (for .csv files).

Deleting students.

You may also delete students.

1. Click the checkbox for each student in the search results table whom you want to delete.
2. Click [**Delete Selected**].
3. A pop-up window will appear asking you to verify that you want to delete the selected student(s).
4. Click [**OK**] to confirm that you want to delete the selected student(s).

This change takes effect immediately, and the deleted students(s) will no longer be able to log in to the Field Tests.

Viewing student details.

*Reminder: To view a student's complete record, click [***View***] next to his or her name in the search results table.*

The **View Student Details** page allows all users to view the selected student's information, including demographics and ethnic flags that may be set, as well as his or her associated district and school and any test settings (designated supports and accommodations).

- *State users* and *District Administrators* can edit student information and test settings.
- *District Test Coordinators* and *School Test Coordinators* can edit test settings.
- For *Test Administrators*, all information on this page is read-only.

Figure 19. Sample View Student Details Page

Editing test settings

Authorized users can update test settings. Test settings are configurable by subject (English Language Arts (ELA) and mathematics).

State users, District Administrators, District Test Coordinators, and *School Test Coordinators* have the ability to update the following test settings:

American Sign Language, Color Contrast, Language (including braille and Spanish stacked translation) Masking, Permissive Mode, Print on Demand, Print Size, Streamlined Interface, Text-to-Speech, and Translation (Glossary), along with Non-Embedded Designated Supports and Non-Embedded Accommodations.

- Selecting test settings requires you to select the necessary option from a drop-down list.
- Selecting non-embedded designated supports or accommodations requires you to click the checkbox for each option the student will use on the test.

For information about embedded test settings and their options, refer to Table 4.

Saving changes and returning to the search results table.

- When you have finished updating the student's information and/or test settings, click [**Save Changes**].
- To return to the View Students page and the search results table, click [**Go Back To Search Results**].

Table 4: Overview of Embedded Test Settings

Test Setting	Options	Descriptions and Notes
American Sign Language	Do not show ASL videos (default)	Allows students to view test content translated into ASL by a human signer.
	Show ASL videos	
Color Contrast	Black on White (default)	By default, tests are presented with black text on a white background. Students who require a different combination of text and background should be assigned the appropriate setting.
	Black on Rose	
	Medium Gray on Light Gray	
	Reverse Contrast	
	Yellow on Blue	
Language	English (default)	All tests are presented in English. Students who qualify for a Spanish language translation will view items in both English and Spanish (stacked format). Students who require tests in braille should have the braille option selected.
	Braille (English only)	
	Spanish (stacked translation) *(mathematics only)*	
Masking	Masking Not Available (default)	Allows the blocking of content that is not of immediate need or that may be distracting to the student.
	Masking Available	
Permissive Mode	Permissive Mode Disabled (default)	Permissive mode should be enabled for students who require access to accessibility software in order to interact with the test (e.g., screen readers, magnifiers, etc.). When permissive mode is disabled, the only application that can be open on the computer is the secure browser.
	Permissive Mode Enabled	
Print on Demand	None (default)	Allows student to request printing of stimuli. *Note: If a student will require items to be printed, contact the Smarter Balanced Help Desk at ETS. You must provide the Help Desk with the student's state and SSID information as well as the reason for the request.*
	Stimuli	
Print Size	No default zoom applied = 1X (default)	The print size the student should have when starting a test. The selected print size becomes the default for all items in that student's test. • The default print size for all tests is 14 pt. • The default font for ELA tests is Times New Roman. • The default font for mathematics tests is Verdana.
	Level 1 = 1.5X	
	Level 2 = 1.75X	
	Level 3 = 2.5X	
	Level 4 = 3X	

Test Setting	Options	Descriptions and Notes
Streamlined Interface	Standard (default)	By default, all tests use the standard interface. The streamlined interface should be selected only for students with a braille accommodation. The streamlined interface presents the test in an alternate, simplified format in which the items are displayed below the stimuli. **Important:** The streamlined interface should be selected for students whose language is set to braille. This interface is NOT tablet-compatible.
	Streamlined	
Text-to-Speech	None (default)	Students with this test setting enabled may listen to the read-aloud of the items and/or stimuli in the assessment. *Note: Text-to-Speech is not available in Spanish.*
	Items only *(ELA)*	
	Stimuli only *(ELA)*	
	Stimuli and Items *(ELA and mathematics)*	
Translation (Glossary) This setting will be available soon.	English (default)	Students can open a glossary to view terms presented on the test that may be unfamiliar to them. By design, all students can access the English glossary word list as a universal tool, unless this is disabled ("None"). If a translation glossary is selected in addition to the English word list, then the student will have access to both. *Note: The English glossary is available for both ELA and mathematics tests. Translated glossaries are available for mathematics tests only.*
	Arabic	
	Cantonese	
	Filipino	
	Korean	
	Mandarin	
	Punjabi	
	Russian	
	Spanish	
	Ukrainian	
	Vietnamese	
	None	

Task: Add Students.

The **Add Student** page allows state users and District Administrators to add individual students to the system so that they can take online tests.

Adding a student to TIDE.

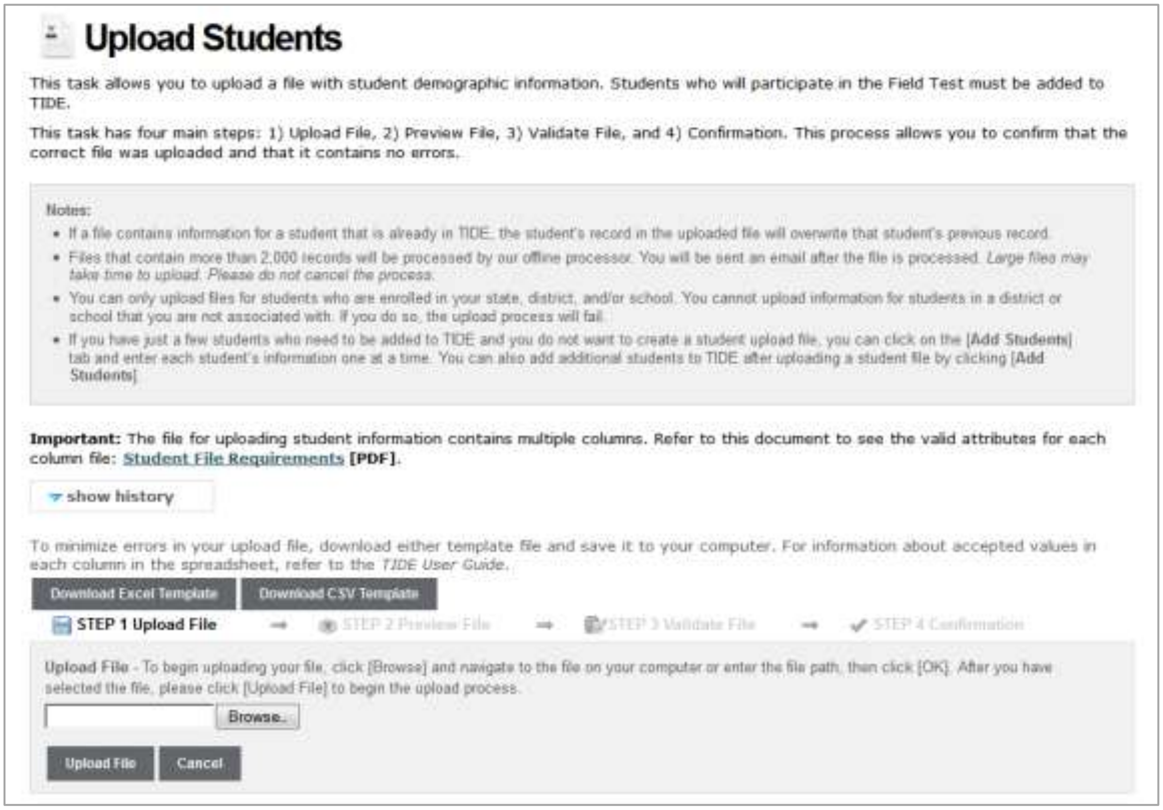
1. From the district and school drop-down lists, verify or select the student's district and school.
2. Enter and select the student's information in the required fields. Required fields are marked with an asterisk (*).
3. Click [**Save**] to add the student and his or her information to TIDE.

Figure 20. Add Student Page

Task: Upload Student File.

The Upload Student File page allows State users and District Administrators to upload files containing student personal and demographic information.

Figure 21. Upload Student File Page



Warnings:

- You can only upload files for students who are enrolled in your district and/or school. You cannot upload information for students in a district or school with which you are not associated.
- If you upload a file that contains information for a student who is not enrolled in your school, the upload process will fail.

Download the template.

TIDE provides two versions of the same template, The Excel template is in .xlsx format, which is supported by Microsoft Excel 2007 or newer. The CSV template is in .csv format, and is supported by all spreadsheet programs.

These templates already have the column headers formatted correctly. Using the template will reduce the risk of errors and ensure that your file upload is successful.

1. Click either [**Download Excel Template**] or [**Download CSV Template**].
2. Save the file to the desired location on your computer.
3. Open the file using Microsoft Excel or a compatible spreadsheet program (for .csv files).

Student file requirements.

Before you upload the student file, it is important to ensure that each column contains valid values. Table 5 provides an overview of the required and optional fields and the acceptable values for each field. ***Columns that contain required fields are marked with an asterisk.*** All other fields are optional and may be left blank. Most of the descriptions for the field names are from the Common Education Data Standards (CEDS).

The student file undergoes validation tests after you upload it. If the entire file upload fails, you must make changes to the original file on your computer and then re-upload the file. If you receive errors or warnings for a few records, you can edit the file and re-upload it, or you can proceed with the file upload and then add or edit information for individual students by clicking either [**Add Students**] or [**View/Edit Students**].

Table 5: Student File Requirements

Column	Width	Field Name	Description	Acceptable Values
A*	2	StateAbbreviation	The abbreviation for the state (within the United States) or outlying area in which an address is located.	**Two alphabetic characters.**
B*	30	ResponsibleDistrictIdentifier	The district responsible for specific educational services and/or instruction of the student.	**Up to 30 alphanumeric characters.**
C*	30	ResponsibleSchoolIdentifier	The school responsible for specific education services and/or instruction of the student.	**Up to 30 alphanumeric characters.**
D	35	LastorSurname	The full legal last name borne in common by members of a family.	**Up to 35 alphabetic characters.** Can contain spaces, commas, hyphens, apostrophes, and Hawaiian special characters. This field may be left blank.
E	35	FirstName	The full legal first name given to a person at birth, baptism, or through legal change.	**Up to 35 alphabetic characters.** Can contain spaces, commas, hyphens, apostrophes, and Hawaiian special characters. This field may be left blank.
F	35	MiddleName	A full legal middle name given to a person at birth, baptism, or through legal change.	**Up to 35 alphabetic characters.** Can contain spaces, commas, hyphens, apostrophes, and Hawaiian special characters. This field may be left blank if the student has no middle name, or the middle name is missing or unknown.

Column	Width	Field Name	Description	Acceptable Values
G	10	Birthdate	The year, month and day on which a person was born.	**YYYY-MM-DD** • YYYY (Four digit numeric) • MM (Two digit numeric 01-12) • DD (Two digit numeric 01-31) This field may be left blank.
H*	30	SSID	A unique number or alphanumeric code assigned to a student by a school, school system, a state, or other agency or entity. This does not need to be the code associated with the student's educational record; this ID may be assigned for use specifically with Smarter Balanced testing.	**Up to 30 alphanumeric characters.**
I*	35	ConfirmationCode	A non-unique number or alphanumeric code assigned to a student by a school, school system, a state, or other agency or entity. This value may be a code or may be the student's first name if state policy allows. The code will be used to help authenticate the student at testing time.	**Up to 35 alphabetic characters.** Can contain spaces, commas, hyphens, apostrophes, and Hawaiian special characters.
J*	2	GradeLevelWhenAssessed	The grade or developmental level of a student when assessed.	**Two-digit alphanumeric characters:** **(03–14 or PS)**
K*	6	Sex	The concept describing the biological traits that distinguish the males and females of a species.	**Male** **Female**
L*	3	HispanicorLatinoEthnicity	An indication that the person traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.	**Yes** **No**
M*	3	AmericanIndianorAlaskaNative	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.	**Yes** **No**
N*	3	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	**Yes** **No**

Column	Width	Field Name	Description	Acceptable Values
O*	3	BlackorAfricanAmerican	A person having origins in any of the black racial groups of Africa.	Yes No
P*	3	White	A person having origins in any of the original peoples of Europe, Middle East, or North Africa.	Yes No
Q*	3	NativeHawaiianor Other PacificIslander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	Yes No
R*	3	DemographicRace TwoorMoreRaces	A person having origins in any of more than one of the racial groups.	Yes No
S*	3	IDEAIndicator	A person having intellectual disability; hearing impairment, including deafness; speech or language impairment; visual impairment, including blindness; serious emotional disturbance (hereafter referred to as emotional disturbance); orthopedic impairment; autism; traumatic brain injury; developmental delay; other health impairment; specific learning disability; deaf-blindness; or multiple disabilities and who, by reason thereof, receive special education and related services under the Individuals with Disabilities Education Act (IDEA) according to an Individualized Education Program (IEP), Individual Family Service Plan (IFSP), or service plan.	Yes No
T*	3	LEPStatus	Used to indicate persons (A) who are ages 3 through 21; (B) who are enrolled or preparing to enroll in an elementary school or a secondary school; (C) (who are i, ii, or iii) (i) who were not born in the United States or whose native languages are languages other than English; (ii) (who are I and II) (I) who are a Native American or Alaska Native, or a native resident of the outlying areas; and (II) who come from an environment where languages other than English have a significant impact on their level of language proficiency; or (iii) who are migratory, whose native languages are languages other than English, and who come from an environment where languages other than English are dominant; and (D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individuals (who are denied I or ii or iii) (i) the ability to meet the state's proficient level of achievement on state assessments	Yes No

Column	Width	Field Name	Description	Acceptable Values
			described in section 1111(b)(3); (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or (iii) the opportunity to participate fully in society.	
U*	3	Section504Status	Individuals with disabilities who are being provided with related aids and services under Section 504 of the Rehabilitation Act of 1973, as amended.	**Yes** **No** **Unknown/Cannot Provide**
V*	22	EconomicDisadvantageStatus	An indication that the student met the State criteria for classification as having an economic disadvantage.	**Yes** **No**
W	3	LanguageCode	The code for the specific language or dialect that a person uses to communicate.	**Alphabetic three-letter code.** For a list of acceptable language codes, refer to the following: http://ceds.ed.gov/languageCodes.aspx This field may be left blank.
X	20	EnglishLanguageProficiencyLevel	An indicator of an ELL student's English language proficiency based on a scale used by the State for reporting purposes.	**Up to 20 alphanumeric characters.** Can contain spaces, commas, hyphens, apostrophes, and Hawaiian special characters. This field may be left blank.
Y	3	MigrantStatus	Persons who are, or whose parents or spouses are, migratory agricultural workers, including migratory dairy workers, or migratory fishers, and who, in the preceding 36 months, in order to obtain, or accompany such parents or spouses, in order to obtain, temporary or seasonal employment in agricultural or fishing work (A) have moved from one LEA to another; (B) in a state that comprises a single LEA, have moved from one administrative area to another within such LEA; or (C) reside in an LEA of more than 15,000 square miles, and migrate a distance of 20 miles or more to a temporary residence to engage in a fishing activity.	**Yes** **No** This field may be left blank.

Column	Width	Field Name	Description	Acceptable Values
Z	10	FirstEntryDateintoUSSchool	The year, month and day of a person's initial enrollment into a United States school.	**YYYY-MM-DD** • YYYY (Four digit numeric) • MM (Two digit numeric 01-12) • DD (Two digit numeric 01-31) This field may be left blank.
AA	10	LimitedEnglishProficiencyEntryDate	The year, month and day a student classified as limited English proficient entered the LEP program.	**YYYY-MM-DD** • YYYY (Four digit numeric) • MM (Two digit numeric 01-12) • DD (Two digit numeric 01-31) This field may be left blank.
AB	10	LEPExitDate	The year, month and day a student classified as limited English proficient exited the LEP program.	**YYYY-MM-DD** • YYYY (Four digit numeric) • MM (Two digit numeric 01-12) • DD (Two digit numeric 01-31) This field may be left blank.
AC	27	TitleIIILanguageInstructionProgramType	The type of Title III language instructional program.	**ContentBasedESL** **DevelopmentalBilingual** **DualLanguage** **HeritageLanguage** **SDAIE** (Specially designed academic instruction delivered in English) **ShelteredEnglishInstruction** **StructuredEnglishImmersion** **TransitionalBilingual** **TwoWayImmersion** **PullOutESL** **Other** This field may be left blank.
AD	3	PrimaryDisabilityType	The major or overriding disability condition that best describes a person's impairment.	**AUT** – Autism **DB** – Deaf-blindness **DD** – Developmental delay **EMN** – Emotional disturbance **HI** – Hearing impairment **ID** – Intellectual Disability

Column	Width	Field Name	Description	Acceptable Values
				MD – Multiple disabilities **OI** – Orthopedic impairment **OHI** – Other health impairment **SLD** – Specific learning disability **SLI** – Speech or language impairment **TBI** – Traumatic brain injury **VI** – Visual impairment This field may be left blank.

Uploading the student file.

This section outlines the steps required to upload the student file. TIDE breaks down the process into four main steps: 1) Upload File, 2) Preview File, 3) Validate File, and 4) Confirmation. This process allows you to confirm that the correct file was uploaded and that it contains no errors.

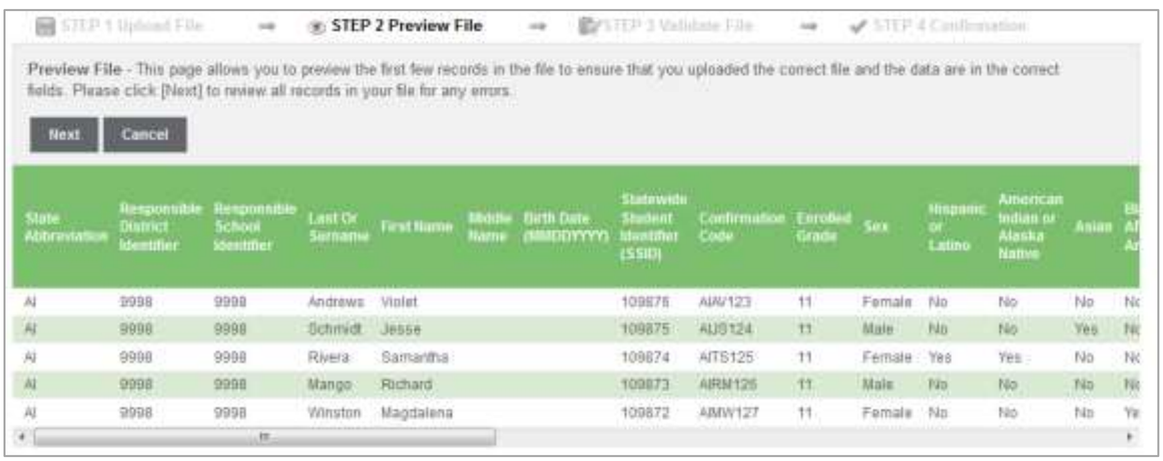
Step 1: Upload File

Figure 22. Upload File

1. Click [**Browse**] and navigate to the saved file on your computer.
2. Select the file and click [**Open**]. The file name will appear in the text box on the screen.
3. Click [**OK**], and then click [**Upload File**].

Step 2: Preview File

Figure 23. Sample Preview File Display



1. Preview the file you selected to ensure that you uploaded the correct file. *(Only a few records are visible on this preview page.)*
2. Click [**Next**] to begin the file validation process.

Files that contain more than 2,000 records will be processed by our offline processor. You will be sent an email after the file is processed. *Large files may take time to upload. Please do not cancel the process.*

Step 3: Validate File

The TIDE system performs validation tests on your file and provides feedback about whether the system is able to upload the file and/or specific records.

There are two types of validation tests: layout validation and data validation.

- The layout validation test determines whether your file has the proper format (e.g., the appropriate fields are numeric or alphanumeric), proper record length, and acceptable values.
- The data validation test determines whether your file meets certain criteria based on the information that is on file about your school district (e.g., whether your file includes the schools that are on file as being associated with your district).

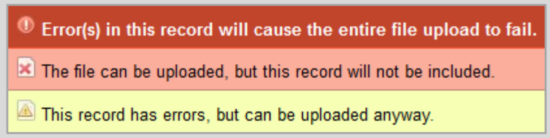
The "Understanding Error Types" section in the next column provides a brief explanation of the three possible error types: fatal error, record errors, and record warnings.

For information about common errors, refer to [Appendix B, Common Errors with File Uploads](#).

If you have no fatal errors and wish to proceed, click [**Commit File**].

Understanding Error Types

Figure 24. Error Types Key



- **If your file has failed**, note the error(s) and the corresponding record number(s). Click [**Cancel**]. Update your file, and then restart the upload process, beginning with Step 1: Upload File.
- **If you have record errors**, these records *will not be committed* to the TIDE. The records that passed validation can be committed. You may elect to fix the errors in your student file and re-upload it, or to add these records using the [**Add Student**] task.
- **If you have record warnings**, these records *will be committed.* However, you are strongly encouraged to review the associated records. You may edit these student records using the [**View/Edit Students**] task.

Step 4: Confirmation

After you click [**Commit File**], the accepted records will be uploaded to TIDE. You will also receive a confirmation message stating that your file was successfully submitted to the TIDE system.

Figure 25. Sample Confirmation Message

This process may take a few minutes depending on the number of records and the number of users logged in to TIDE at that time. Once the file is uploaded, a message will appear on your screen.

Upload history.

The TIDE system allows authorized users to view a history of previously uploaded files, the current status of each one, and how many records were in each file.

Figure 26. Sample Upload History


show history

FileName	Date Uploaded	Status	Records Processed (Count)	Records Rejected (Count)	Validation Log
SampleFile1.csv	1/10/2014 4:43:12 PM	Processed	Download (34)	N/A	Download
SampleFile2.csv	1/12/2014 8:13:53 AM	Processed	Download (3)	N/A	Download
SampleFile3.xlsx	1/12/2014 3:15:29 PM	Processed	N/A	Download (1)	Download
SampleFile4.xlsx	1/12/2014 6:22:39 PM	Processed	Download (61)	N/A	Download

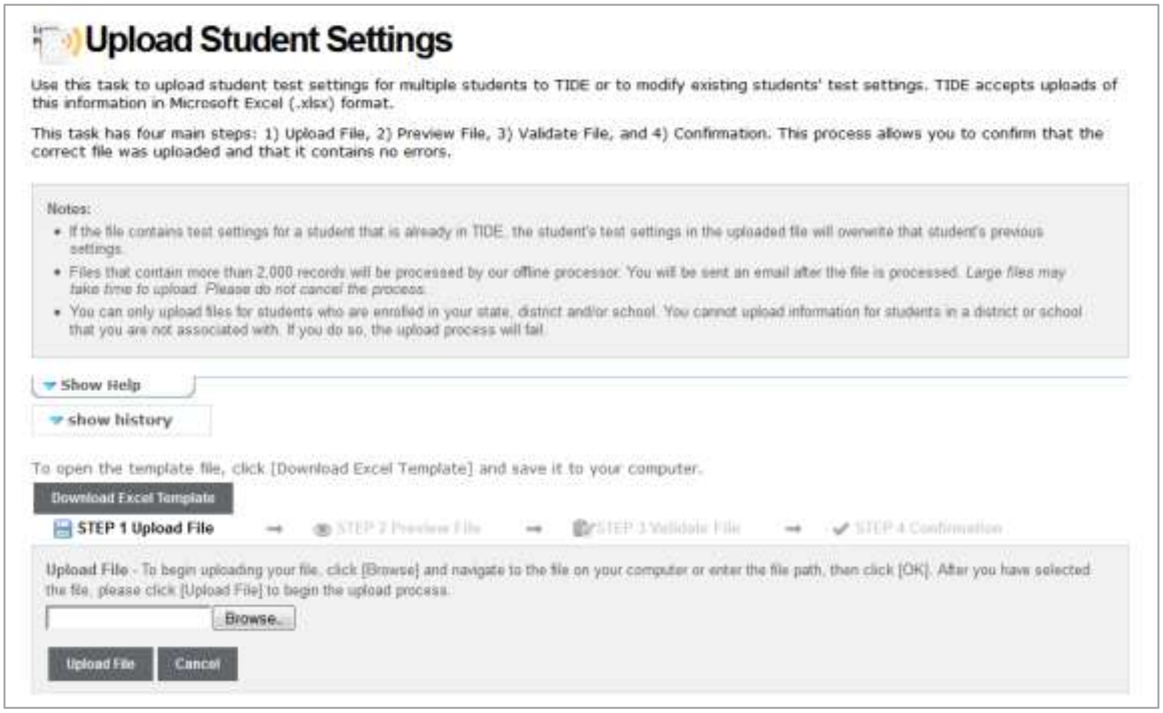
- Click [**show history**]. The section will expand to display a table of previously uploaded files.
    - To download a previously uploaded file, click the link in the "File Name" column.
    - To view only the records that were processed, click the [**Download**] link in the "Records Processed (Count)" column.
    - To view only the records that were rejected (if applicable), click the [**Download**] link in the "Records Rejected (Count)" column.
    - To view the validation error(s) for rejected records, click the [**Download**] link in the "Validation Log" column.

Task: Upload Student Settings.

The **Upload Student Settings** page allows authorized users to upload test settings (designated supports and accommodations) for multiple students. This task can also be used to modify existing test settings. The process for uploading the student settings file is the same as for uploading the student information file.

This task will be available soon.

Figure 27. Upload Student Settings Page



Warnings:

- You can only upload files for students who are enrolled in your district and/or school. You cannot upload information for students in a district or school with which you are not associated.
- If you upload a file that contains information for a student who is not enrolled in your school, the upload process will fail.

Download the template.

The Excel template is in .xlsx format, which is supported by Microsoft Excel 2007 or newer.

1. Click [**Download Excel Template**].
2. Save the file to the desired location on your computer.
3. Open the file using Microsoft Excel.

Adding or editing students' test settings.

Do not change or move the column headers in the first row. You can expand the columns to better read the headers and text you will add.

Figure 28. Sample Student Settings Template File

	A	B	C	D	E	F	G	H	I
1	**SSID**	**Print Size: ELA** TDS_PS_L0 TDS_PS_L1 TDS_PS_L2 TDS_PS_L3 TDS_PS_L4	**Print Size: Math** TDS_PS_L0 TDS_PS_L1 TDS_PS_L2 TDS_PS_L3 TDS_PS_L4	**Color Contrast: ELA** TDS_CC0 TDS_CCInvert TDS_CCMagenta TDS_CCMedGrayLtGray TDS_CCYellowB	**Color Contrast: Math** TDS_CC0 TDS_CCInvert TDS_CCMagenta TDS_CCMedGrayLtGray TDS_CCYellowB	**Masking: ELA** TDS_Masking0 TDS_Masking1	**Masking: Math** TDS_Masking0 TDS_Masking1	**Permissive Mode: ELA** TDS_PM0 TDS_PM1	**Permissive Mode: Math** TDS_PM0 TDS_PM1
2									
3									
4									
5									
6									

Select each student's test settings in each row and respective column.

If you downloaded the template, you can select the required test setting for each student. Each cell in rows 2 onward contains a drop-down list of options.

Important:

- The SSID column requires you to enter the student's two-letter state abbreviation, followed by a hyphen, and then the SSID.
- The student settings file undergoes validation tests after you upload it. If the entire file upload fails, you must make changes to the original file on your computer and then re-upload the file. If you receive errors or warnings for a few records, you can edit the file and re-upload it, or you can proceed with the file upload and then edit test settings for individual students. Refer to Task: View/Edit Students for instructions on updating student information, including test settings.

Table 6: Student Test Setting Codes

Column/Test Setting	Description	Code
This information will be updated when the Student Settings task is available.		

Uploading the student settings file.

This section outlines the steps required to upload the student settings file. The process is the same as uploading the student information file, and also has four main steps: 1) Upload File, 2) Preview File, 3) Validate File, and 4) Confirmation. This process allows you to confirm that the correct file was uploaded and that it contains no errors.

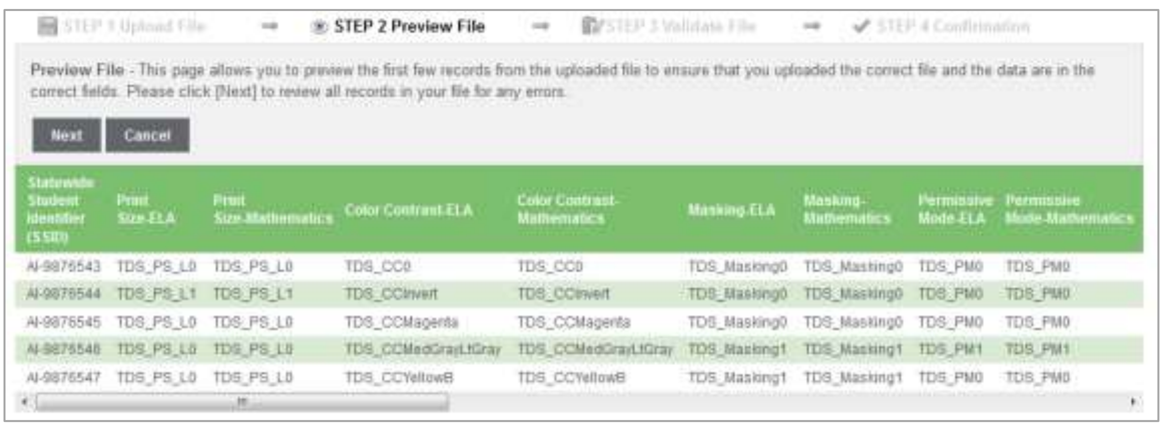
Step 1: Upload File

Figure 29. Upload File

1. Click [**Browse**] and navigate to the saved file on your computer.
2. Select the file and click [**Open**]. The file name will appear in the text box on the screen.
3. Click [**OK**], and then click [**Upload File**].

Step 2: Preview File

Figure 30. Sample Preview File Display



Statewide Student Identifier (SSID)	Print Size-ELA	Print Size-Mathematics	Color Contrast-ELA	Color Contrast-Mathematics	Masking-ELA	Masking-Mathematics	Permissive Mode-ELA	Permissive Mode-Mathematics
AI-9876543	TDS_PS_L0	TDS_PS_L0	TDS_CC0	TDS_CC0	TDS_Masking0	TDS_Masking0	TDS_PM0	TDS_PM0
AI-9876544	TDS_PS_L1	TDS_PS_L1	TDS_CCInvert	TDS_CCInvert	TDS_Masking0	TDS_Masking0	TDS_PM0	TDS_PM0
AI-9876545	TDS_PS_L0	TDS_PS_L0	TDS_CCMagenta	TDS_CCMagenta	TDS_Masking0	TDS_Masking0	TDS_PM0	TDS_PM0
AI-9876546	TDS_PS_L0	TDS_PS_L0	TDS_CCMedGrayLtGray	TDS_CCMedGrayLtGray	TDS_Masking1	TDS_Masking1	TDS_PM1	TDS_PM1
AI-9876547	TDS_PS_L0	TDS_PS_L0	TDS_CCYellowB	TDS_CCYellowB	TDS_Masking1	TDS_Masking1	TDS_PM0	TDS_PM0

1. Preview the file you selected to ensure that you uploaded the correct file. *(Only a few records are visible on this preview page.)*
2. Click [**Next**] to begin the file validation process.

Files that contain more than 2,000 records will be processed by our offline processor. You will be sent an email after the file is processed. *Large files may take time to upload. Please do not cancel the process.*

Step 3: Validate File

The TIDE system performs validation tests on your file and provides feedback about whether the system is able to upload the file and/or specific records.

There are two types of validation tests: layout validation and data validation.

- The layout validation test determines whether your file has the proper format (e.g., the appropriate fields are numeric or alphanumeric), proper record length, and acceptable values.
- The data validation test determines whether your file meets certain criteria based on the information that is on file (e.g., whether your file includes students that are on record as being associated with your district or school).

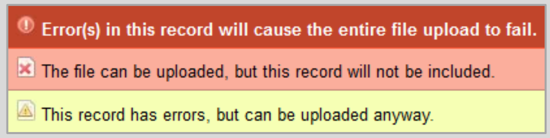
The "Understanding Error Types" section in the next column provides a brief explanation of the three possible error types: fatal error, record errors, and record warnings.

For information about common errors, refer to [Appendix B, Common Errors with File Uploads](#).

If you have no fatal errors and wish to proceed, click [**Commit File**].

Understanding Error Types

Figure 31. Error Types Key



- **If your file has failed**, note the error(s) and the corresponding record number(s). Click [**Cancel**]. Update your file, and then restart the upload process, beginning with Step 1: Upload File.
- **If you have record errors**, these records *will not be committed* to the TIDE. The records that passed validation can be committed. You may elect to fix the errors in your student file and re-upload it, or to edit students' test setting information using the [**View/Edit Students**] task.
- **If you have record warnings**, these records *will be committed.* However, you are strongly encouraged to review the associated records. You may edit students' test setting information using the [**View/Edit Students**] task.

Step 4: Confirmation

After you click [**Commit File**], the accepted records will be uploaded to TIDE. You will also receive a confirmation message stating that your file was successfully submitted to the TIDE system.

Figure 32. Sample Confirmation Screen

This process may take a few minutes depending on the number of records and the number of users logged in to TIDE at that time. Once the file is uploaded, a message will appear on your screen.

Upload history.

The TIDE system allows authorized users to view a history of previously uploaded files, the current status of each one, and how many records were in each file.

Figure 33. Sample Upload History

show history

FileName	Date Uploaded	Status	Records Processed (Count)	Records Rejected (Count)	Validation Log
SampleFile1.csv	1/10/2014 4:43:12 PM	Processed	Download (34)	N/A	Download
SampleFile2.csv	1/12/2014 8:13:53 AM	Processed	Download (3)	N/A	Download
SampleFile3.xlsx	1/12/2014 3:15:29 PM	Processed	N/A	Download (1)	Download
SampleFile4.xlsx	1/12/2014 6:22:39 PM	Processed	Download (61)	N/A	Download

- Click [**show history**]. The section will expand to display a table of previously uploaded files.
  - To download a previously uploaded file, click the link in the “File Name” column.
  - To view only the records that were processed, click the [**Download**] link in the “Records Processed (Count)” column.
  - To view only the records that were rejected (if applicable), click the [**Download**] link in the “Records Rejected (Count)” column.
  - To view the validation error(s) for rejected records, click the [**Download**] link in the “Validation Log” column.

Task Group: Appeals

Starting with the Field Tests administered in 2014, TIDE will manage requests for invalidating, resetting, reopening, or restoring students' assessments. These requests must result from a security incidence that impacted testing. All requests must be approved by a state education agency representative.

All test-related incidents must be recorded in the Test Security Incident Log located on the Smarter Balanced portal (http://sbac.portal.airast.org/field-test/). For more information, refer to the *Test Administration Manual*.

This section will be updated in March, prior to the start of the Field Test window.

Task: Voice Pack

For the Spring 2014 Field Test, authorized users may download a specially licensed commercial voice pack for Windows computers at no cost.

The NeoSpeech™ Julie Voice Pack is available for supported Windows computers (XP, Vista, 7, 8,0, and 8.1). This voice pack can be used instead of the default Microsoft voice pack installed on those computers and used by students who have text-to-speech.

Pursuant to an agreement between NeoSpeech™ and the American Institutes for Research, this voice pack may be used only in conjunction with, and not separate from, the online tests delivered by AIR's Test Delivery System.

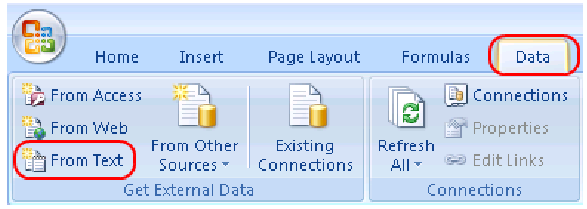
Instructions for downloading the NeoSpeech™ Julie Voice Pack are available from this Voice Pack task page.

Figure 34. Voice Pack: Download NeoSpeech™ Voice Pack

Appendix A: Opening a CSV File in Excel

You can open CSV files in Excel. Follow these steps to view the file correctly.

1. Open Microsoft Excel, and click the **Data** menu tab.
2. In the Data menu, click the "From Text" icon. The Import Text File dialog window will open.

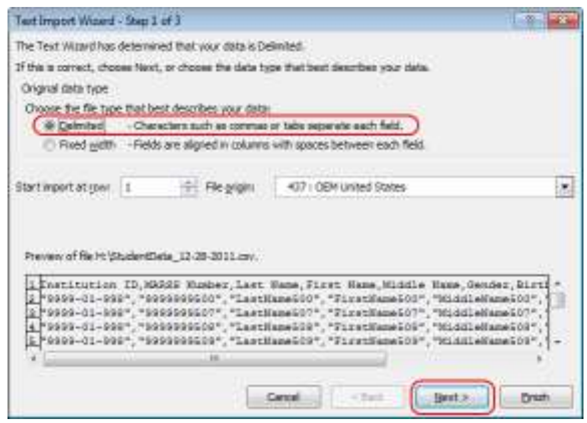


3. Navigate to the location where you saved the file. Select the file and then click [**Import**].

4. The Text Import Wizard window will open. You will have to navigate through three steps:

   a. **Step 1:** Make sure "Delimited" is selected, and click [**Next**].

      Note: This window also has a preview of the data in the file you selected. This allows you to verify that you selected the correct file.

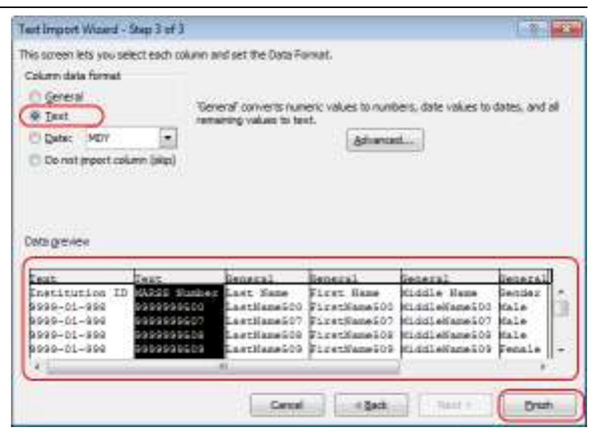


   b. **Step 2:** Click the check box next to "Comma" and click [**Next**].

   c. **Step 3:** Format numerical data as text.

      2. In the Data Preview section, click a column. (The selected column will have a black background.)
      3. In the Column Data Format section, click the radio button next to "Text."
      4. Repeat for each column (especially for the following columns: District ID, Institution ID, SSID, and Birth Date).

   d. Click [**Finish**]. The data should populate in separate columns in Excel.



Appendix B: Common Errors with File Uploads

For upload tasks (Upload Users, Upload Student File, and Upload Test Settings), common errors can prevent records from being added or modified correctly.

File Validation

TIDE "screens" each file to check for any errors in the file. This section will display any errors that exist in the file you uploaded. If your file has no errors, you will see "Your file has passed validation." This message indicates that the file was uploaded successfully and has no errors. (The file has not yet been committed to TIDE.)

If your file has errors

Files with data *not in the correct format* as shown in the template will generate error messages by row, identifying the error(s) by line (row) record in the file.

Some errors will prevent a record from uploading (e.g., invalid SSID or grade). A table of validation messages will appear and contains information about the errors.

Sample Error Messages

	Record Number	Field Name	Field Value	Validation Message
	2	SSID	123456789	Student not active in current Administration
	2	SSID	123456789	SSID must exist in system

- **Record #:** The row in the file in which the error appeared
- **Field Name:** The column name that contains the error
- **Field Value:** The text that you entered in the cell
- **Validation Message:** A brief description of the error

Note: It is possible for a single record to have multiple errors.

Depending on the severity of the error(s), one of the following will occur:

- The file will fail to upload.
- The file will upload, but TIDE will exclude the record(s) that had errors.
- The file will upload, and TIDE will accept the record(s) that had errors. (These records will need to be fixed in TIDE or uploaded in a new file.)

Error(s) in this record will cause the entire file upload to fail.

The file can be uploaded, but this record will not be included.

This record has errors, but can be uploaded anyway.

Records without errors will be automatically accepted by the system.

If your file included errors, you have two options:

- **Abort the upload.** Click [**Cancel**], and then click [**OK**]. You can then make edits to the CSV file, save it, and begin the upload process again.
- **Proceed with the upload, and add the information to TIDE.** To do so, click [**Commit File**]. Only records without errors or records with acceptable errors will be uploaded to the system (rows in yellow).

These are some common errors:

- Having blank rows between records
- Inserting invalid characters (refer to appropriate user guide sections for information about accepted formats)
- Uploading a test setting file that contains students who do not already exist in TIDE.
- Uploading a file for students or users in a school or district with which you are not associated.

If problems exist for a single record and you are unable to successfully upload that record, contact the Smarter Balanced Help Desk for assistance.